

16 JANUARY 2002



Civil Engineer

**ACCOUNTING FOR LOST, DAMAGED, OR
DESTROYED REAL PROPERTY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 43 CES/CECPR
Supersedes 23 WR 87-4, 21 January 1993

Certified by: CES/CC (Lieutenant Colonel Welter)
Pages: 3
Distribution: F

This instruction establishes uniform policies and procedures to control loss, damage, or destruction of real property from causes other than fair wear and tear. **Records Disposition:** Maintain and dispose of records created as a result of processes prescribed by this instruction IAW AFMAN 37-139, Records Disposition Schedule.

SUMMARY OF REVISIONS

Updates references and grammar throughout.

1. General.

1.1. Accountability for Air Force real property is vested in the Real Property Accountable Officer, Base Civil Engineer (BCE). Unit commanders who use real property have responsibility for taking action to ensure that any time the loss, damage, or destruction of real property occurs from causes other than fair wear and tear, the individual responsible for the loss, damage, or destruction reimburses the government in a monetary amount sufficient to cover the loss, or is relieved of responsibility through report of survey procedures.

1.1.1. Real Property. Consists of Air Force owned or leased land, grounds, structural facilities, plants and systems, military family housing and equipment which is installed, attached to or part of a building or facility.

1.1.2. Responsible Individual. Can be either a military member or a civilian employee who has under their control or supervision items of real property and/or equipment. Responsibility may be affixed regardless of whether the individual signs a hand receipt or not.

1.1.3. Pecuniary Liability. May be levied by competent authority when loss or damage occurs due to willful misconduct, negligence, carelessness or failure to exercise proper control over property for which an individual is responsible or accountable.

2. Responsibility.

2.1. Individuals discovering loss, damage, or destruction to real property will immediately notify the Base Civil Engineer/Customer Service and provide as much information as possible, such as location, circumstances, etc.

3. Procedures.

3.1. If a person accepts liability, the Real Property Accountable Officer will monitor the following actions:

3.1.1. The unit commander of an individual liable for damage or loss to real property will initiate AF Form 332, **BCE Work Request**, to repair the property. The form must contain a statement of acceptance in item 9 and will be signed by the liable individual(s). The commander will establish a suspense file until the debt is paid.

3.1.1.1. Civil Engineering (CE) will process the work request in accordance with AFI 32-1001, *Operations Management*. After approval CE will initiate an AF Form 332. After work completion, customer service will provide the unit commander with actual cost for collection. Use work request estimates for collection vouchers by exception; e.g., when the liable individual separates/retires prior to completion of the work order.

3.1.1.2. The unit commander will prepare DD Form 1131, **Cash Collection Voucher**, in an original and four copies. The individual will take the form to the Accounting and Finance Office 43 CPTS/FMF) for payment. FMF will provide a receipt to the individual, the unit commander, and the BCE for inclusion in the work order folder.

3.1.2. When pecuniary liability is not accepted for damages to base facilities, the unit commander will initiate DD Form 200, **Report of Survey**, in accordance with AFMAN 23-220, *Reports of Survey For Air Force Property*. The procedures in paragraph 4a above will apply and the Report of Survey costs will determine reimbursement.

3.1.3. When facilities are unoccupied, the Real Property Accountable Officer will investigate and prepare the Report of Survey for relief of responsibility and accountability.

WINFIELD W. SCOTT III, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 32-1001, *Operations Management*

AFI 32-9005, *Establishing, Accounting and Reporting Real Property*

AFMAN 23-220, *Chapter 21, Reports of Survey for Air Force Property*

AFMAN 37-139, *Records Disposition Schedule*

Abbreviations and Acronyms

AFMAN—Air Force Manual

BCE—Base Civil Engineering

CC—Commander

CE—Civil Engineering

CECPR—Real Property

CES—Civil Engineering Squadron

CPTS—Comptroller Squadron

DD—Department of Defense

FMF—Financial Management Officer

IAW—In Accordance With